

**Access Card and Building Pass ID Authorization Form**

*This form must be filled out completely by the agency's access coordinator to obtain an access card.*

<input type="checkbox"/> Renewal/Deactivation/Access Change		<input type="checkbox"/> Initial Issue		<input type="checkbox"/> Replacement	
<input type="checkbox"/> ID Only		<input type="checkbox"/> Access Card			
<input type="checkbox"/> Full Time		<input type="checkbox"/> Part Time/ Temporary		<input type="checkbox"/> Contractor	
Expiration Date:        /        /		(Required for Part time, temporary, and contract employees )			
Customer Agency			Division within Agency		
External Card Number:			<b>GSA USE ONLY</b>		
			Internal Card Number:		
<b>Employee Information</b>					
First Name:		MI:	Last Name:		
Home Address:				City:	Zip Code:
Work Address:				Suite No.:	Zip Code:
Job Title:		Email Address:			
Work Phone:		Home Phone:			
<b>Date Requested Access</b>					
/   /					
<b>Requested Access Rights</b> (check block and circle all access that apply)					
<i>Explanation of Denied Request:</i>		<input type="checkbox"/> Customs House		Custom House Custom House Parking Lot	
		<input type="checkbox"/> Byrne Green (B/G)Complex		Byrne Class 1 Byrne Class 2 Byrne Class 3 Byrne Class 4 Complex Garage Daycare Parents (5:45-6:15) Daycare Staff DEA Enforcement DEA Support DEA Support Garage Entry Market St Lobby 24/7 Optical Turnstile B/G Freight Elevator B/G Freight Elevators Byrne Loading Dock Byrne Lobby Green Basement Green Elevator Green Loading Dock Judges Bunker Judges Elevator Judges Fitness Center Market St Entrance	
		<input type="checkbox"/> Nix Building		Special Situation (describe):	
		<input type="checkbox"/> MISC		Protection Bureau System Testing Access	
		<i>I acknowledge that I have read and agree to the terms and conditions on page 2.</i>			
		<i>Employee's Signature:</i>		<i>Date:</i>	
<b>GSA USE ONLY</b>					
Date processed:        /        /					
<b>Authorization Signatures</b>					
Agency's Coordinator:					
	Print Name	Signature		Date	Phone
GSA Property Manager:					
	Print Name	Signature		Date	Phone
Explanation is required if not granting all of the requested access or declining access. Enter rationale into the section above.					<b>Approve/Disapprove</b>
GSA Security Manager:					
	Print Name	Signature		Date	Phone
Explanation is required if unable to process because of a security related concerned. Enter rationale into the section above.					<b>Concur/Non-Concur</b>

Below is a list of terms and conditions that will apply to the US Customs House and the Byrne/Green. If you have any questions, please contact your designated property manager.

#### Terms and Conditions

- ❖ An access authorization form is needed for all possible changes to access cards.
- ❖ Lost, damaged or access cards will be replaced at a cost of \$30.00 per card. Stolen parking cards can be replaced without a charge as long as we are provided with a copy of the police or contract guard report. The replacement charge for lost, damaged or altered cards is non-refundable. Replacement cards will only be issued upon presentation of an Access Card Authorization Form and valid state license or ID. All replacement cards must be picked up in person and at the GSA East Philadelphia Field Office, located in Suite 4200 at 600 Arch St. Philadelphia, PA.
- ❖ No ID or access cards will be processed without proper paperwork. ID's will be replaced at a cost of \$30.00 per card. This fee includes theft or destruction.
- ❖ Authorization forms will be kept on file for 30 days after processing of card; if an employee comes after the 30-day period the authorization form must be resubmitted. Incomplete forms will not be processed. No employee will be allowed to have more than one active access card. GSA Access Control personnel are the only ones authorized to alter the card in any way.
- ❖ Access cards must be used to gain entrance to the parking facility. Vehicles without the card will not be permitted into the parking facility. Employees will not be granted entrance into the parking facility without their card.
- ❖ Access cards are not transferable to others for the purpose of using parking or entrance to the building. Employees found to be guilty of these violations may be subject to losing their access card privileges within the designated facility.

#### Form Submission

- ❖ Agency Coordinator/Card Holder will complete form, sign, scan, and email a copy to their designated Property Manager.
- ❖ Property Manager will approve/disapprove form and submit to Security Manager for processing
- ❖ Security Manager will concur/ non-concur form and submit for processing or reject.

By signing below I acknowledge that I have read and agree to the above terms and conditions:

\_\_\_\_\_  
Customer's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name